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**From:** Cormier, Carol (EHS)  
**Sent:** Wednesday, December 07, 2005 11:21 AM  
**To:** Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Jacobsen, Patricia (DPH); Jankauskas, Paul (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Stevenson, Allan (DPH); Walsh, Paul (DPH); Beck, Ann (DPH); Cochran, Jennifer (DPH); Dooley, Jacqueline (DPH); Hernandez, Rosa (DPH); Izzi, Marcia (DPH); Lancto, Denise (DPH); McGeown, Catherine (DPH); Morrison, Robert (DPH); Shirley, Jean (DPH); Som, Sunna (DPH)  
**Subject:** Vacation - Use or Lose

Hi all,

I have some use or lose vacation time that I need to get rid of so I will be out of the office from December 8, 2005 through December 16, 2005. I will not be checking e-mail during that time. If you have a Human Resource question that requires a response during this time period please contact the Canton Office at the number(s) listed below or you can use the new email address from the Global address list (DPH-DL - MHS-Payroll).

Cecilia Marinucci      Benefits and Leave Specialist 781-830-8313

Paula Winston      Payroll      Specialist      781-830-8314  
Maryellen Ofria                     781-830-8312

Gene Rivers      Employment Services Manager      781-830-8311

Timelogs should still be placed in the basket on the desk outside my office on Fridays (12/9 and 12/16) by 10:30 a.m. so that they can be delivered to Canton. Thanks as always for your help!

Carol